

## Nurse's Aide

### Nature of Work

This is responsible nursing assistant work performed for the Sevier County Health Department. Under general supervision incumbents assist the nursing staff by explaining available county health services and educational programs and providing assistance with the completion and explanation of required documentation necessary to receive services. Incumbents are also responsible for assisting Public Health Nurses in a variety of capacities including taking height and weight measurements, conducting urine and pregnancy tests, preparing lab slips, etc. Activities associated with the job require knowledge of eligibility requirements and services available for individuals and families seeking assistance, experience performing basic nursing duties and strong interpersonal and organizational skills. Performance is evaluated by the Registered Nurse through review of the level of assistance provided to nurses and clients, knowledge of medical procedures and protocols and ability to interact effectively with co-workers and clientele.

### Illustrative Examples of Work

- Assists with the registration of clients and assists them in accessing medical providers and related health services.
- Assists with obtaining health information including height and weight, blood pressure, pulse rate, vital signs, etc.
- Conducts pregnancy, hemoglobin and urine tests when required.
- Provides basic medical support to licensed health care providers and questions patients regarding prior medical history and current symptoms.
- Prepares lab slips, mails lab tests and assists the Nurse Practitioner with attending to clients.
- Cleans examining rooms and medical equipment and re-stocks medical supplies as necessary.
- Contacts established clients to remind them of scheduled clinical appointments.
- Assists clients with obtaining and completing required documentation including birth certificates and other vital records.
- Answers incoming phone calls and provides general information about Health Department services.
- Obtains client's consent forms for the authorization of treatment and related services.
- Assists with providing health education services and programs pertaining to nutrition, personal hygiene, infant care, etc.
- Assists with making pre-natal appointments.
- Assists with various clerical and administrative duties including maintaining accurate and organized patient records and charts.
- Responds to questions from the public regarding eligibility requirements, services provided, etc.
- Cleans the auto-clave after each use.

- Rotates supplies and medications, checks expiration dates and assists with ordering supplies and medications when necessary.
- Performs outreach activities for Tenn Care patients and notifies them of required immunizations, available medical services, etc.
- Performs related duties as required.

**Necessary Requirements of Work**

Graduation from an accredited high school; Certified Nursing Assistant certification; strong interpersonal and organizational skills; ability to maintain confidential medical files; knowledge of public health departments services and programs and Tenn Care regulations; or any equivalent combination of education and experience to provide the following knowledge; abilities; and skills:

- Knowledge of public health department programs and medical services including required records and supporting documentation.
- Knowledge of health education programs including prenatal care, nutrition, personal hygiene, and transmission of diseases.
- Knowledge of medical protocols and procedures associated with health department services including blood pressure readings, vision checks, pap smears, pregnancy tests, urine tests, collection of lab specimens, etc.
- Knowledge of Tenn Care regulations and services including eligibility requirements, fees, available prescriptions, etc.
- Knowledge of universal precautions utilized for the prevention of communicable diseases.
- Knowledge of HIPPA regulations governing the storage and dissemination of protected health information.
- Ability to interact in a professional and courteous manner with clients and the public.
- Ability to maintain detailed and confidential client records in an orderly and accessible manner.
- Ability to perform the physically demanding aspects of the job including excessive standing, lifting and bending.
- Ability to manage and organize personal time and activities to meet all job demands and reporting deadlines.
- Skill in the use of basic diagnostic equipment and procedures including blood pressure cuffs, thermometers, urine testing devices, etc.

**Necessary Special Requirements**

- Possession of a current Certified Nursing Assistant Certification preferred.
- Possession of a current certification in CPR and First Aide.

Sevier County Government  
 FLSA – Non – Exempt  
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